

<b>MLC PERSONNEL WORK ORDER</b>		1. DATE OF REQUEST 2003 08 08		2. REQUEST NO. DCSRM-03-015	
3. TO: <i>(Name of LMO)</i> Zama Branch, Labor Management Organization for USFJ Employees, Incorporated Administrative Agency		4. FROM: <i>(Name and Address of Organization)</i> XXXX Branch, XXXX Division, DCSRM, USARJ			
5. REFER APPLICANTS TO <i>(Name, Title, Phone No.)</i> Mr. Tom Smith, XXXX Branch, XXXXX Division DCSRM, USARJ, Bldg No. 101, Camp Zama Phone: 263-1111		6. JOB NO., JOB TITLE, BWT, GRADE, BASE PAY & LAD Budget Technician, #254 BWT 1-5, 212,500 LAD: 3			
7. NUMBER REQUIRED 1	8. AGE LIMIT N/A	9. SEX N/A	10. TYPE OF EMPLOYMENT Permanent (Trial)		
11. WORK SCHEDULE 40 hours per week, Mon thru Fri, 0800-1645 hours Recess: 1200-1245 hours, DRD: Sun		12. FUNDS ARE AVAILABLE (Applicable Accounting Classification and APC)			
13. JOB DESCRIPTION  See attached position description.					
14. QUALIFICATION a. Must have a good knowledge of the English language in reading, writing, and speaking. b. Must have a college or university degree of accounting field and/or work experience related to accounting and budgeting. c. Must be able to work overtime and weekends if required.					
15. GENERAL COMMENT This recruitment action is to fill the position vacated by the resignation of Mr. YAMADA Taro effective 30 Jun 03 (Ref: PAR, DCSRM-03-010, dated 11 Jul 03).				16. CLEARANCE	
				INITIALS	DATE
17. REQUESTED BY <i>(Typed Name &amp; Grade)</i> J. C. Brown, GS-12, Ch, XXXX Div		18. SIGNATURE		19. PHONE NO. 263-2222	
17a. REQUESTED BY <i>(Typed Name &amp; Grade)</i> R. D. White, LTC		18a. SIGNATURE		19a. PHONE NO. 263-3333	
20. APPROVED BY <i>(Typed Name &amp; Grade of COR)</i> (Leave blank)		21. SIGNATURE		22. DATE	